

MO-1 INSTRUCTION SHEET

Motor Carrier Services
1320 Creek Trail Drive
Jefferson City, MO 65109

PLEASE READ THESE INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE APPLICATION. Also, follow the instructions printed on the form itself. Incomplete forms will delay the process. If an item is not applicable, then please write N/A. Keep a copy of the completed application for your records.

Mail the COMPLETED application to: **MoDOT -- Motor Carrier Services, P. O. Box 893, Jefferson City, MO 65102-0893**

NEED HELP with this MO-1 application? Call 573-751-3358.

Internet Address: www.modot.org/mcs This Carrier 1-Stop web site includes links to federal web sites for online federal registration.

For help with safety rules and regulations, please call **573-751-7117**.

SECTION 1- TYPE OF REQUEST

Section 1 A

Please check if this application is a new issuance of authority or if you are requesting additional intrastate authority.

- Property Carrier Registration is authority to transport property (does not include Household Goods or passengers) within all points in Missouri for hire.
- Household Good authority requires a showing of financial fitness, ability to provide service and that there is a need for service. The application will be published in a "Notice Register" and mailed to carriers holding similar authority. These carriers have a right to intervene or become a party to your application. If a hearing is held, you must present witnesses to show a need for the service. If no one intervenes, you are required to submit notarized statements of the need for the service. Temporary authority may be requested and granted prior to the permanent authority but you must submit, along with the application, affidavit statements of support indicating the urgent need for the service.
- Passengers Other Than In Charter Service is the transportation of passengers where you charge a individual per passenger fee. This type of service can be on a schedules specific route (called Regular Route Service) or on an irregular route (not restricted to any specific route within the area requested). This type of authority has the same requirements for hearing, intervention and need for the service as household goods authority listed above.
- Charter Service is the transportation of a group of persons (can be one person) who for a fixed charge for the vehicle have exclusive use of the vehicle to travel together as a group. Service charges are usually a fee per mile, per hour, etc. no matter how many individuals are using the service and paid in a single amount to the carrier.

Section 1 C

If you have sold all or a part of your authority and need to transfer the authority to the new owners or a new form of business has been created, please complete this section. If a corporation sells its stock and the corporation has not been dissolved, liquidated or merged, the corporation has not changed its legal form and a transfer is not required.

If the federal authority is being transferred, it must first be approved by the FMCSA before Missouri can make the transfer of intrastate authority. A copy of the FMCSA certificate/permit in the buyer's name or a copy of the FMCSA re-entitlement must be included with this application. If Missouri is the base state for Single State Registration, the buyer is also required to re-register its FMCSA authority in Missouri by filing the RS-1, RS-2, a copy of the BOC-3 (Designation of Local Process Agent) form, and filing a new proof of insurance (BMC-91X, BMC-91, or MCS82).

SECTION 2- GENERAL INFORMATION

If you do not have a USDOT number, a **Motor Carrier Identification Report** must be completed and mailed to our agency before this application can be finalized. If this form was not enclosed with this packet, you may obtain the form on our web site or contact our agency.

It is **REQUIRED** that you list your name and business name (d/b/a) **IDENTICAL** to any registration with the Missouri Secretary of State's Office, your insurance forms, authority granted by the FMCSA and information on the Motor Carrier Identification form (MCS 150). If you have any questions about how to list your name, please contact this agency. Incomplete forms will delay the process.

If your company is using a fictitious (d/b/a) name, you are required to register that name with the Missouri Secretary of State (SOS). Call the Missouri SOS at (573) 751-3827 if you have questions.

SECTION 3- FORM OF BUSINESS - Complete form as shown.

SECTION 4 - PUBLIC LIABILITY SECURITY

Enclosed is a copy of the insurance requirements. Please contact your insurance agent to have filed proper insurance form filed and in the **same name and address as on the application form**. Your application will not be filed until insurance requirements are met. Cargo insurance must also be filed for household good authority.

SECTION 5- REGISTERED AGENT FOR SERVICE OF PROCESS IN MISSOURI

A Missouri registered agent must be designated for service of any legal notice or action against the carrier. If you write in a registered agent, please indicate a specific individual name not a corporate name only.

SECTION 6- FEES

Indicate the number of decals and type needed for each vehicle you will be operating in Missouri at a \$10 per vehicle fee. If you have paid the regulatory fees for each of your vehicles under the Single State Registration System (SSRS) or have a Interstate Exempt Stamp(s) on your D-1 Cab Card(s), you will not be required to pay any additional fee and intrastate decals will be issued at no charge for the number of vehicles paid for under those programs. Window decals are only allowed on passenger vehicles with 6 to 12 passenger capacity.

Motor Carrier Services accepts business or personal checks when:

- The check is preprinted with the check writer's current name, address, bank code and account number (counter checks are NOT accepted);
 - The check is properly completed (cannot be post dated);
 - Payable to the Director of Revenue; and
 - Cannot be for the payment of a previously returned check (i.e., insufficient funds check).
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SECTION 7- SAFETY FITNESS

If you had a safety rating performed by the US DOT or any state regulatory agency, then print the date of the rating and the rating given. Attach a copy of all safety ratings you have received from the US DOT or from other states pertaining to the provisions of FMCSR, Title 49, Code of Federal Regulations (49 CFR). If you have not been rated or your rating is not satisfactory, you may receive a visit from staff to review your records and possibly to inspect your equipment.

SECTION 8- HAZARDOUS MATERIALS

Please check the boxes indicating whether you will be transporting hazardous materials or not, and if so, then also check the boxes that pertain to the type and classes of hazardous material you will be transporting. A hazardous material carrier may be required to register with the US DOT's Research & Special Program Administration (RSPA). Contact their agency at one of the following:

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| US DOT-Haz Mat Registration Support Center | US DOT-Research & Special Program Administration |
| Post Office Box 740188 | 400 Seventh Street, SW |
| Atlanta, Georgia 30374-0188 Phone: 617-494-2545 | Washington, DC 20590 Phone: 202-366-4109 |
- Expedited Registration 1-800-494-2545
 - Web Site for On-line Registration : <https://diy.dot.gov/>
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SECTION 9- SIGNATURE

The applicant must sign the application, or if an individual signs on behalf of the applicant, then the third party must attach written proof (i.e., power of attorney) of their authority to act on behalf of the applicant. If the applicant is a corporation, then an officer of the company or an individual authorized to sign on behalf of the company may sign this application. The member or manager of the Limited Liability Company (LLC) may sign the application as long as they are authorized to sign on behalf of the LLC. The seller is required to sign in this section if a transfer of authority is being requested. If the seller or applicant is a corporation or limited liability company, an attorney that is licensed to practice before The Missouri Bar may sign the application, although it is not required. The Missouri Bar's telephone number is (573) 635-4128.

SECTION 10- SERVICE AREA/AUTHORITY

If the applicant is applying for authority to transport household goods or passengers in non-charter service, then complete this section. If you will be providing service over an irregular route, then describe the area or territory. This area could be described in terms of counties or a radius of a particular town, etc. If you desire to operate over regular routes, you will be required to specify the exact highways and routes your vehicles will travel and include a map or chart of those routes.

SECTION 11- LIST OF APPLICANT'S EQUIPMENT TO BE USED– Complete this section with the equipment to be used in the service requested.

SECTION 12- STATEMENT OF RATES TO BE CHARGED – For passenger service, attach an Exhibit C that shows the rates and charges you propose for your service. A formal tariff filing will be required for non-charter and household goods authority. Household Goods carriers may file rates at the maximum and minimum rates prescribed or at any level between those rates. Currently two tariff bureau publish rates and charges for household goods carriers. Contact information for these bureaus may be obtained by calling our agency.

SECTION 13- FINANCIAL FITNESS

If formal financial statements are prepared or business tax returns are filed, a copy of these documents may be submitted in lieu of completing this section. Any additional information or explanation may be provided and attached if needed.
